

**2024 Community Development Block Grant (CDBG) Grant Program - Scoring Rubric**

<p><b>B: Funding Priorities (4 total available points)</b>                  The City of Beloit Community Development Authority (CDA) and City Council approved the following funding priorities for 2024 CDBG funds.</p> <p>*Goals specifically related to the Merrill and Hackett neighborhoods can be found in the City’s Neighborhood Revitalization Strategy Area (NRSA) Plan, which is available on the City’s website at <a href="http://www.beloitwi.gov">www.beloitwi.gov</a> under Departments, Community Development. It is also available for viewing at City Hall, 100 State Street, Third Floor, in the Community Development Department, and at the Beloit Public Library.</p>						
Application Question Number	Application Question	2 Points	1 Point	0 Points	Points Awarded	Comments/Reasoning
B.1	Select the 2024 local funding priority that your program will meet.	The program will meet two or more of the funding priorities identified for 2024 CDBG funds.	The program will meet one of the funding priorities identified for 2024 CDBG funds.	The program will not meet any of the identified funding priorities for 2024 CDBG funds.		
B.2	Explain how your proposed program will address the funding priority checked above.	The applicant clearly explains how the proposed program fits the funding priority or priorities selected.	The explanation provided of how the program will address the funding priority is somewhat unclear.	The proposed program does not address any 2024 funding priorities.		
					<b>Total Points:</b>	[Total]
<p><b>C: Agency and Program Summary (14 total available points)</b>                  The purpose of this section is to allow applicants to give a summary of the agency and proposed program services to be provided.</p>						
Application Question Number	Application Question	2 Points	1 Point	0 Points	Points Awarded	Comments/Reasoning
C.1	Briefly describe your agency. Include the length of time your agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation.	Agency’s background and expertise to provide the proposed activity/service clearly explained.	Agency’s background is somewhat related to the proposed activity/service, and/or agency’s expertise to provide the proposed activity/service is somewhat explained.	Agency’s background is not related to the proposed activity/service and agency’s ability to provide the proposed activity/service is not clear.		

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C.2	Summarize the program for which you are requesting funding. What services will be provided with the CDBG funding?	Services to be provided with the CDBG funding are clearly explained, and is directly related to meeting one or more community needs and priorities.	Services to be provided with the CDBG funding explained, but relation to meeting one or more community needs and priorities is somewhat unclear.	Services to be provided with the CDBG funding not clearly explained, and relation to meeting one or more community needs and priorities is unclear.		
C.3	Describe the need for the proposed program or services, and provide documentation to demonstrate this local need (including demographic, socio-demographic, and economic evidence that supports your claims).	The community need is clearly identified and addresses at least one local goal or priority; adequate local data provided to support the need.	Community need is somewhat identified and addresses at least one local goal or priority; data provided does not clearly identify community need to be addressed through the proposed program.	Need is not identified or is not related to at least one local goal or priority; little to no local data provided to support the need.		
C.4	Has the program proposed for funding expanded or improved in the past twelve (12) months? Describe any changes in agency capacity and/or services.	Program capacity and/or services to be provided to the Beloit community has expanded or improved in the past twelve (12) months.		Program capacity and/or services to be provided to the Beloit community will remain the same relative to services provided over the past twelve (12) months.		
C.5	How is your program unique to the City of Beloit? Are any services duplicated or similar to other services already provided in the community? If yes, explain how your agency will collaborate with other agencies providing similar services to ensure efficient, unduplicated delivery of services.	The proposed program provides a service that is unique to and not duplicated in the City of Beloit.	The proposed program provides a service that may be similar to those provided by other agencies in the City of Beloit, but collaborative efforts to work with agencies providing similar services clearly explained.	The proposed program provides a service that is not unique to and is duplicated or similar to other programs in the City of Beloit, and collaborative efforts to work with agencies providing similar services not clearly explained.		

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C.6	What other agencies (within the City of Beloit and Rock County) does your agency work closely with to serve clients?	Collaborative efforts clearly described, and plan to provide coordinated services with other agencies explained.	Collaborative efforts somewhat described, and/or plan to provide coordinated services with other agencies not clearly explained.	Applicant will not be collaborating with any other agencies.		
C.7	How will the applicant inform the community about services to be provided by the proposed program? Include details regarding targeted outreach to Beloit's low and moderate income (LMI) households/residents.	Applicant has clearly explained specific strategies to inform the community about services available, which includes targeted outreach to Beloit's low and moderate income (LMI) households/residents.	Applicant explanation of strategies to inform the community about services available somewhat unclear, and/or does not include targeted outreach to Beloit's low and moderate income (LMI) households/residents.	Community outreach strategies to inform the community about services available is not clearly explained.		
				<b>Total Points:</b>	[Total]	
<p><b>D: Program Goals and Beneficiaries (10 total available points)</b>                  The purpose of this section is to identify the intended goals to be achieved, measured and tracked to reflect program success, and provide details on anticipated beneficiaries of the proposed program.</p>						
Application Question Number	Application Question	2 Points	1 Point	0 Points	Points Awarded	Comments/Reasoning
D.1	Specify the population to be served by this proposal. Provide a brief description of the anticipated recipients including age, ethnicity, gender, and any other relevant characteristics.	The population identified by the applicant is clear and has a need for the program in the City of Beloit.	The population identified by the applicant is somewhat clear and may have a need for the program in the City of Beloit.	The population identified by the applicant is not clear or does not have a documented need for the program in the City of Beloit.		
D.2	Complete the table below to indicate how the program will accomplish the objectives and fully expend the funds.	Realistic, detailed timeline provided with appropriate timing for successful execution and completion.	Timeline provided, but not enough detail provided to determine appropriateness for successful completion.	No timeline provided or timeline provided extends beyond the expenditure period.		

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D.3	How will you measure the success of the program?	Metrics for measuring program performance clearly explained and correspond to program outcomes.	Metrics for measuring program performance somewhat explained, and/or do not clearly correspond to program outcomes.	Metrics for measuring program performance not clearly identified.		
D.4	Describe how you will provide ongoing case management to the clients served by the proposed program.	Application clearly describes ongoing case management services, and how it will improve overall program outcomes.	Application somewhat describes ongoing case management services, but does not describe how case management will be connected to improved outcomes for participants.	Program does not include any case management services for program participants.		
D.5	Provide the following data on the number of individuals AND Households served by the program.	The applicant has completed the table and has shown at least 50% of anticipated participants will have household income of 0- 30% CMI.	The applicant has completed the table and has shown at least 50% of participants will have household income of 0- 50% CMI.	The applicant has completed the table and has shown at least 51% of participants will have household income of 0- 80% CMI (required to be eligible CDBG activity).		
				<b>Total Points:</b>	[Total]	
<p><b>E: Program Budget (8 total available points)</b>                  The purpose of this section is for agencies to clearly explain how they plan to utilize 2024 CDBG funds, and any outside funds which will be leveraged for the proposed program.</p>						
Application Question Number	Application Question	2 Points	1 Point	0 Points	Points Awarded	Comments/Reasoning
E.1	Use the table below to show how you propose to use 2024 CDBG funds for this program. Total must match total request for 2024 CDBG.	A complete and clear program budget was provided, and amount requested is justified by the proposal description.	Budget is somewhat unclear or requires additional clarification, but total amount requested is justified by the proposal description.	Program budget is incomplete or unclear, and amount requested is not justified by the proposal description.		

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E.2	Please provide the following information for each staff person working directly with CDBG clients to be paid out of CDBG.	A complete and clear program budget was provided, and all expenses listed relate to providing direct services to beneficiaries (General management/administrative time not allowed).	Budget is somewhat unclear or requires additional clarification, but all expenses listed relate to providing direct services to beneficiaries (General management/administrative time not allowed).	Program budget is incomplete or expenses do not directly relate to providing services to beneficiaries (General management/administrative time not allowed).		
E.3	Provide detail on the remaining budget items.	A complete and clear program budget was provided, and all expenses listed directly relate to proposed program purpose and outcomes.	Budget is somewhat unclear or requires additional clarification, but all expenses directly relate to proposed program purpose and outcomes.	Program budget is incomplete, or expenses do not clearly relate directly to proposed program purpose and outcomes.		
E.4	Please provide the budget for the ENTIRE PROGRAM in the box below. Include CDBG and ALL OTHER sources of revenue for the program.	Outside funds will be leveraged to maximize community impact, and financial need for CDBG funds is clearly identified.	Applicant is in the process of securing outside funds, and/or financial need for CDBG funds is unclear from application.	No outside funds are being leveraged, or financial need for CDBG funds not identified.		
E.5	Provide detail on Federal Funding <b>**Excluding City of Beloit CDBG awards**</b> .					
				<b>Total Points:</b>	[Total]	
<p><b>F: Agency Capacity (8 total available points)</b>                  The purpose of this section is to evaluate the experience the agency has with similar programs, federal/state grant funding, and any audit/other findings or concerns.</p>						
<b>Application Question Number</b>	<b>Application Question</b>	<b>2 Points</b>	<b>1 Point</b>	<b>0 Points</b>	<b>Points Awarded</b>	<b>Comments/Reasoning</b>
F.1	For how many years has the agency requesting funding provided services to the Beloit community?	5+ years	1- 4 years	Proposed program has not been offered in the City of Beloit before.		

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F.2	How many years of experience does the applicant have with administering federal or state grant awards? Please describe the type of grant funds received, and number of years funding has been received. If the agency does not have experience administering federal or state grant awards, explain how the agency will ensure compliance with CDBG program requirements.	Agency and/or agency staff have 5+ years of experience successfully managing state or federal grant awards.	Agency and/or agency staff have 1- 4 years of experience successfully managing state or federal grant awards, or no experience but applicant clearly explains how they will comply with CDBG program requirements.	Agency and/or agency staff have no experience managing state or federal grant awards, and applicant does not clearly explain how they will comply with CDBG program requirements.		
F.3	Has the agency had any findings or concerns related to a financial audit or grant monitoring resulting in loss of funding in the past 5 years? If yes, explain and provide documentation that findings or concerns have been resolved.	No	Yes, but acceptable explanation provided and/or basis for finding(s) or concern(s) has been resolved (with documentation provided).	Yes		
F.4	Has the applicant received any citizen complaints or negative media exposure in the past three (3) years? If yes, explain and provide documentation that complaints have been resolved.	No, or yes but acceptable explanation provided and/or basis for complaint has been resolved (with documentation provided).	Yes, but acceptable explanation provided and/or basis for complaint has been resolved (with documentation provided).	Yes, and explanation of complaint not clear and/or basis for complaint has not been resolved.		
				<b>Total Points:</b>	[Total]	
<p><b>G: Staffing Capacity (14 total available points)</b>                  The purpose of this section is to evaluate the experience, level of understanding, and overall staff and capacity with regards to federal/state funding, financial management, and record-keeping.</p>						
G.1	Identify agency staff that will be responsible to oversee implementation of this program, provide required reporting, and oversee all aspects of the program to completion.	Agency staff responsible for program implementation and compliance oversight is identified, and they have experience managing the proposed program including reporting about individuals served to funding agencies.	Agency staff responsible for program implementation and compliance oversight is identified and have experience managing the proposed program, but do not have experience reporting about individuals served to funding agencies.	Agency staff responsible for implementation and compliance oversight not identified, or staff identified does not have any experience managing the proposed program.		

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G.2	Describe your financial management department and any relevant experience in administering federal grant funds.	Organization's financial management department and key staff clearly identified, demonstrating organization's capacity to successfully manage the CDBG funds.	Organization's financial management department and key staff clearly identified, and will require technical assistance to establish systems for successfully managing the CDBG funds.	Organization does not provide enough information and/or does not demonstrate ability to successfully manage the CDBG funds.		
G.3	Explain how your agency will account for CDBG funds and follow the federal financial requirements, including the requirement to track CDBG funds separately from all other funding sources.	Organization's financial management infrastructure clearly identified, demonstrating organization's capacity to successfully manage the CDBG funds.	Organization's financial management infrastructure clearly identified, and will require technical assistance to establish systems for successfully managing the CDBG funds.	Organization does not provide enough information and/or does not demonstrate ability to successfully manage the CDBG funds.		
G.4	How will you track beneficiaries' data (income, race, ethnicity)? This must be tracked by the number of <i>individuals</i> served (cannot be reported by households).	Applicant has a process in place for tracking and documenting demographic information required for CDBG reporting which is clearly explained in the application.	Applicant is in the process of establishing administrative systems for tracking and documenting all required demographic information, and the process to be used is clearly and thoroughly explained in the application.	Applicant does not have a process in place for tracking or document required demographic information, and does not clearly explain a process to be utilized.		
G.5	How will you verify and document U.S. legal status of your beneficiaries?	The applicant clearly explains methods to be used to verify and document the U.S. legal status of all CDBG beneficiaries.	The applicant somewhat explains how they would verify the U.S. legal status of all CDBG beneficiaries, but may need technical assistance setting up administrative systems for documenting this.	The applicant does not clearly explain how they will verify and document the U.S. legal status of all CDBG beneficiaries.		



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G.6	How will you verify and document that beneficiaries actually reside within city limits vs townships?	The applicant demonstrates the knowledge and ability to verify that the beneficiaries reside within the city limits and not in a neighboring township.	The applicant demonstrates the knowledge and ability to verify that the beneficiaries reside within the city limits with minimal technical assistance.	The applicant does not demonstrate the knowledge or ability to verify that the beneficiaries reside within the city limits.		
G.7	Did agency staff attend at least one of the 2024 CDBG application information sessions?	Yes		No		
				<b>Total Points:</b>	[Total]	